



**GLOBAL
BUSINESS
TRAVEL**

Amex GBT Travel Profile Registration

**Quick Reference Guide for
Agencies – Ontario Health**
VERSION 1.0

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Getting Started

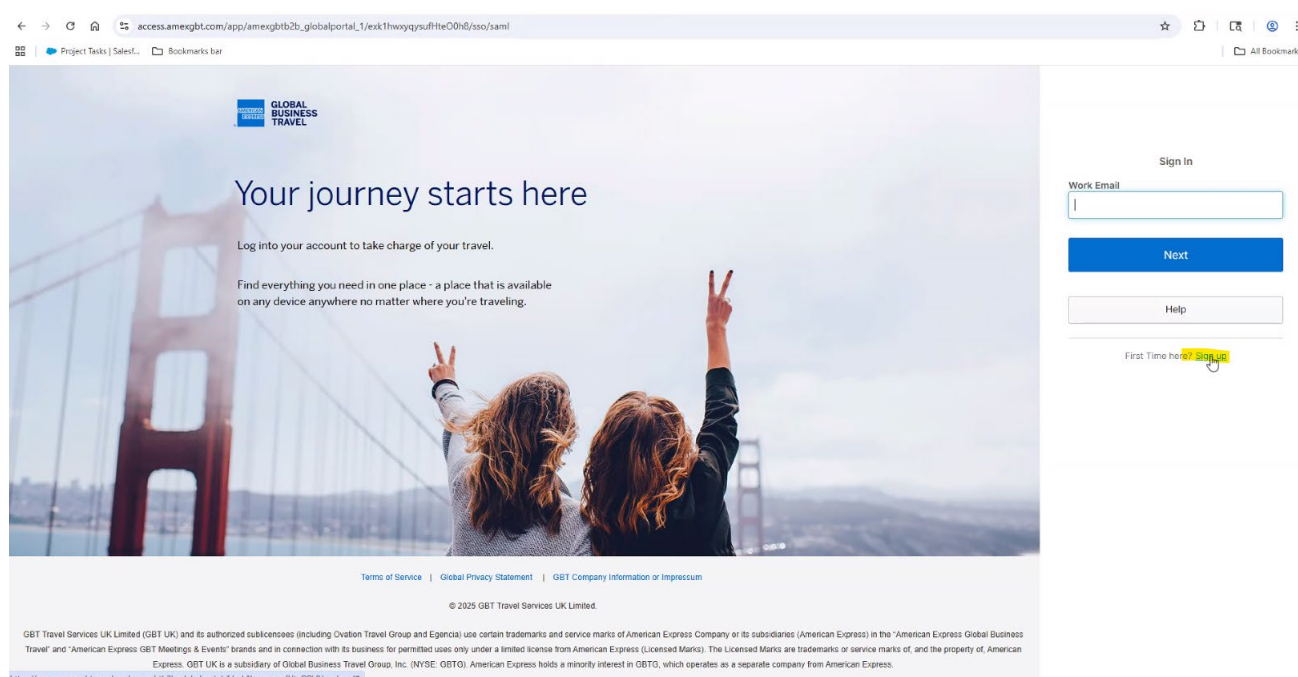
To get started, simply access your American Express Global Business travel account using this URL <https://access.amexgbt.com>

FIRST TIME ACCESS

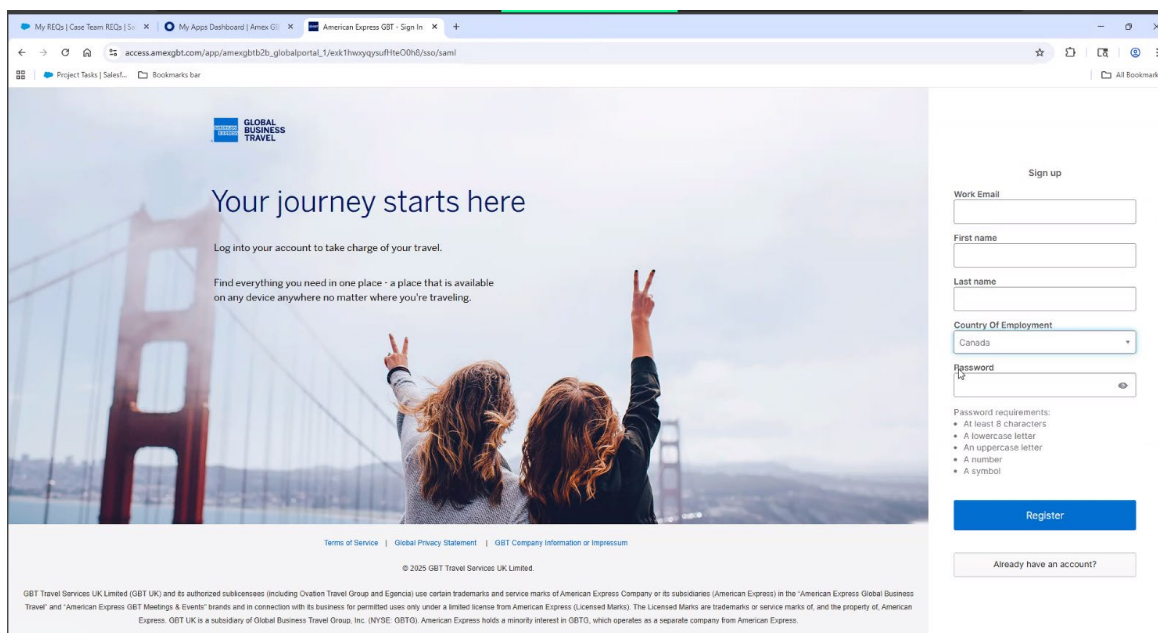
As you are part of an Agency, you will not be able to access via SSO. As it's your first time on the site, you will need to self-register. Your first step is to create a new account.

FIRST STEP: REQUESTING A PROFILE

Click on 'Sign Up' as shown below:



Do not enter your work email in above field. Client Sign Up first.



Enter your work email (@ontariohealth.ca – Hotmail, gmail, etc. email accounts are not accepted), first name and last name (as per your government ID such as passport and/or drivers license), country of employment (Canada) and select a password (as per the password requirements). Click **‘Register’**.

You will then receive an email with a verification code. It will look like this:

Your Account Verification Code



CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender.



Your Account Verification Code

Hi Vernon,

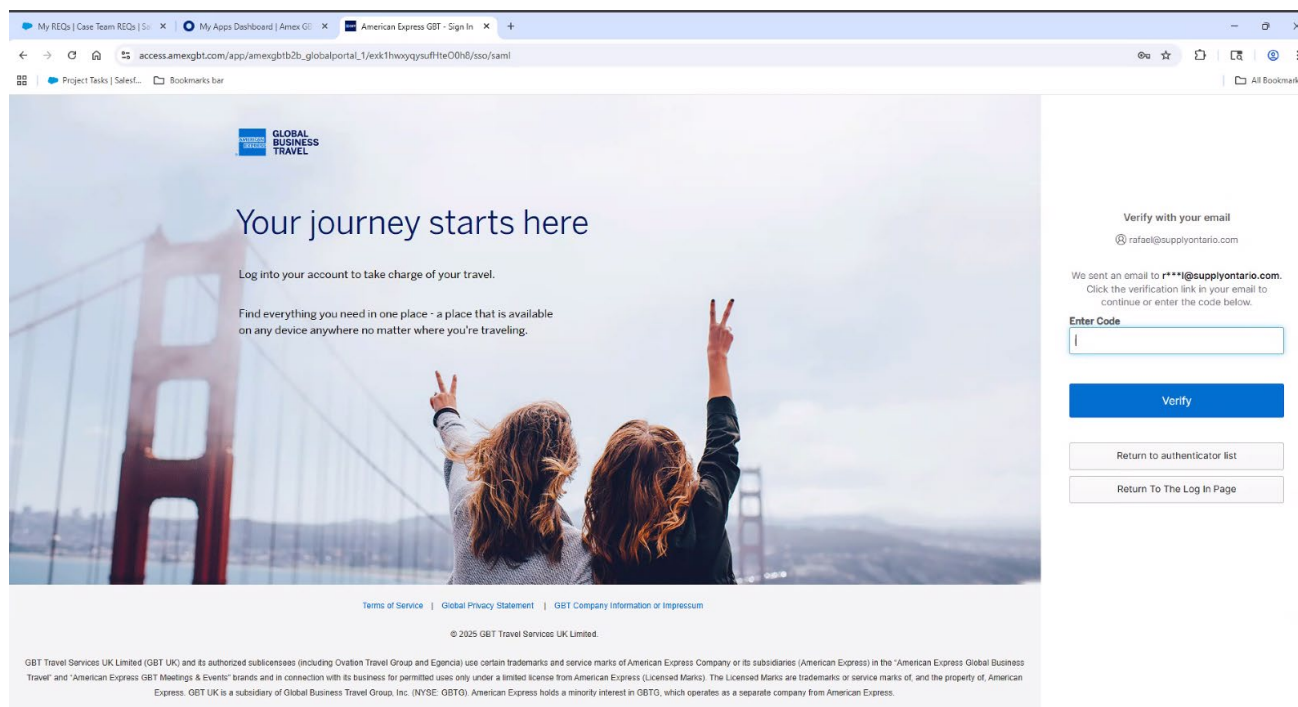
Below is the verification code you requested.

Please enter this verification code to access your account.

389398

American Express Global Business Travel

Enter the verification code and click **'Verify'**.



My REQs | Case Team REQs | 50 x | My Apps Dashboard | Amex G | American Express GBT - Sign In x +

access.amexgbt.com/app/amexgbt2b_globalportal_1/esk1hwoyqysuffte00h5/sso/saml

Project Tasks | Select... | Bookmarks bar | All Bookmarks

GLOBAL BUSINESS TRAVEL

Your journey starts here

Log into your account to take charge of your travel.

Find everything you need in one place - a place that is available on any device anywhere no matter where you're traveling.

Verify with your email
@rafael@supplyontario.com

We sent an email to r****@supplyontario.com. Click the verification link in your email to continue or enter the code below.

Enter Code

Verify

Return to authenticator list

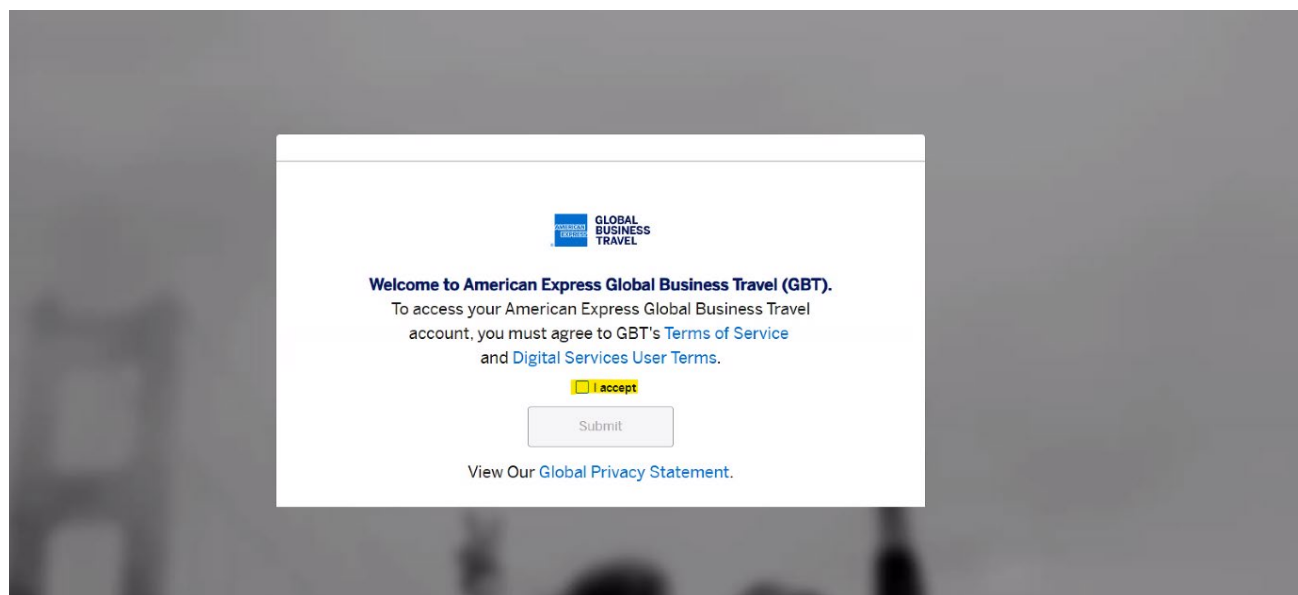
Return To The Log In Page

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You will be prompted to accept the GBT Privacy and Digital Terms of Service on first access. You must click on **'I accept'** and click **'Submit'**.



GLOBAL BUSINESS TRAVEL

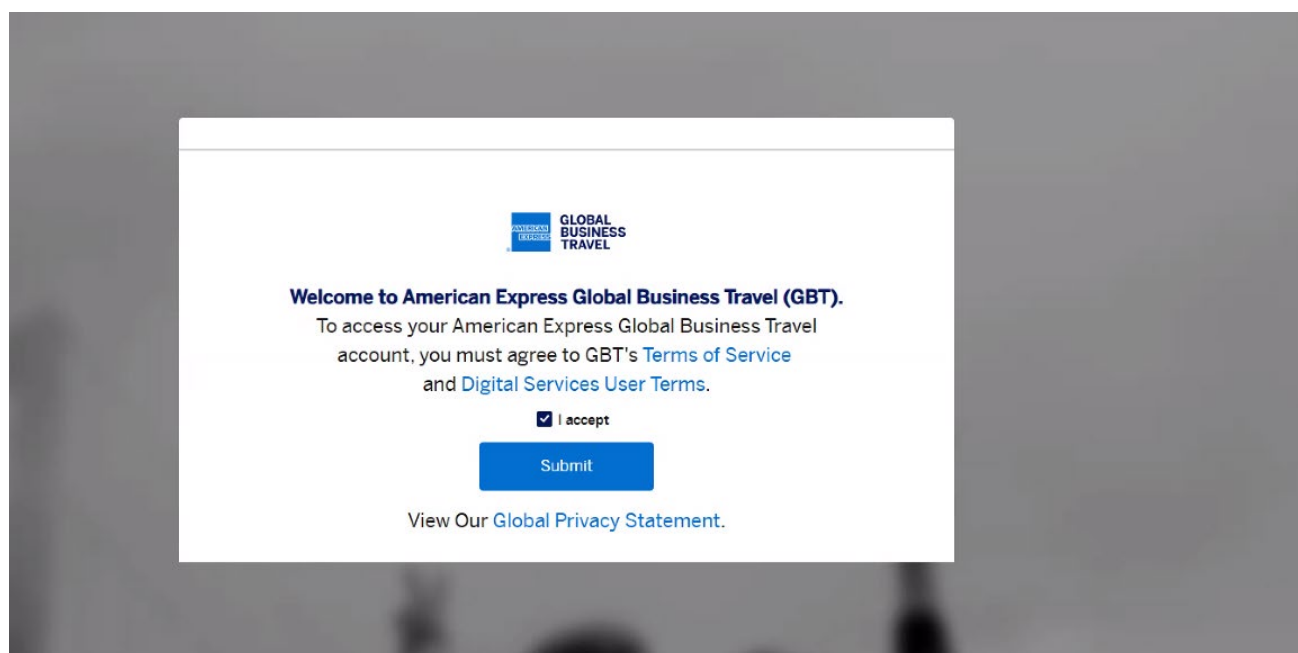
Welcome to American Express Global Business Travel (GBT).

To access your American Express Global Business Travel account, you must agree to GBT's [Terms of Service](#) and [Digital Services User Terms](#).

☐ I accept

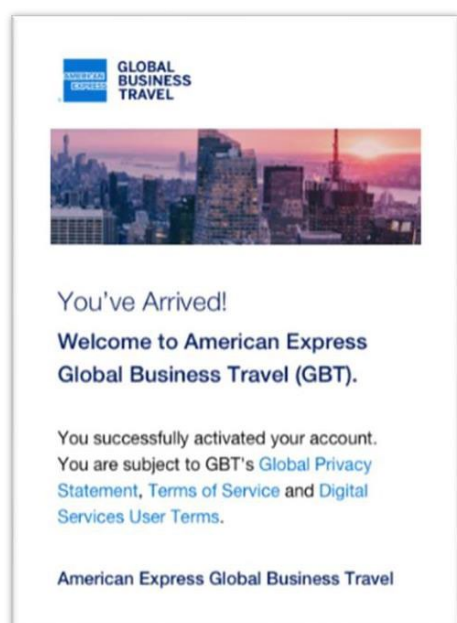
Submit

View Our [Global Privacy Statement](#).



It will then bring you back to the login page where you enter your business email and click 'Next'.

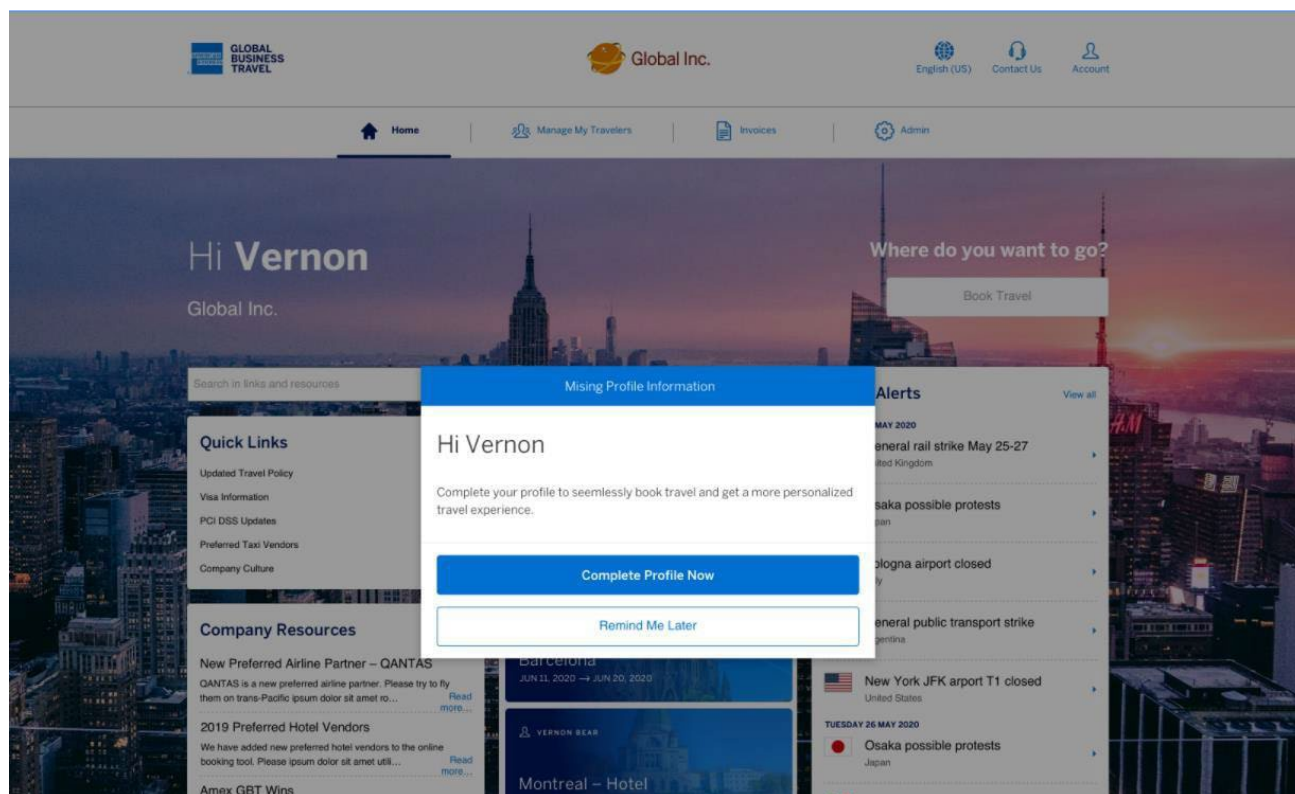
Once you accept and submit, you will gain access to your account and receive an email from American Express Global Business Travel to acknowledge acceptance of the GBT Privacy and Digital Terms. If the email is not in your inbox, please check your spam folder.



You should then be brought back to the login page where you are able to log in using your work email and selected password.

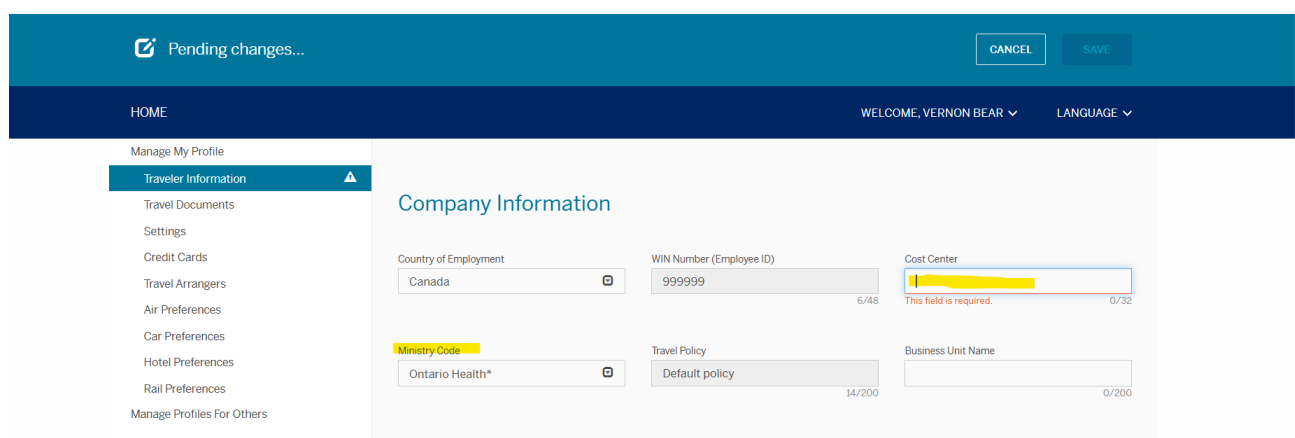
SECOND STEP: COMPLETING YOUR PROFILE

It's important to complete your profile so that we can better service you. If your profile is incomplete, you will be asked to complete your profile every time you log in.



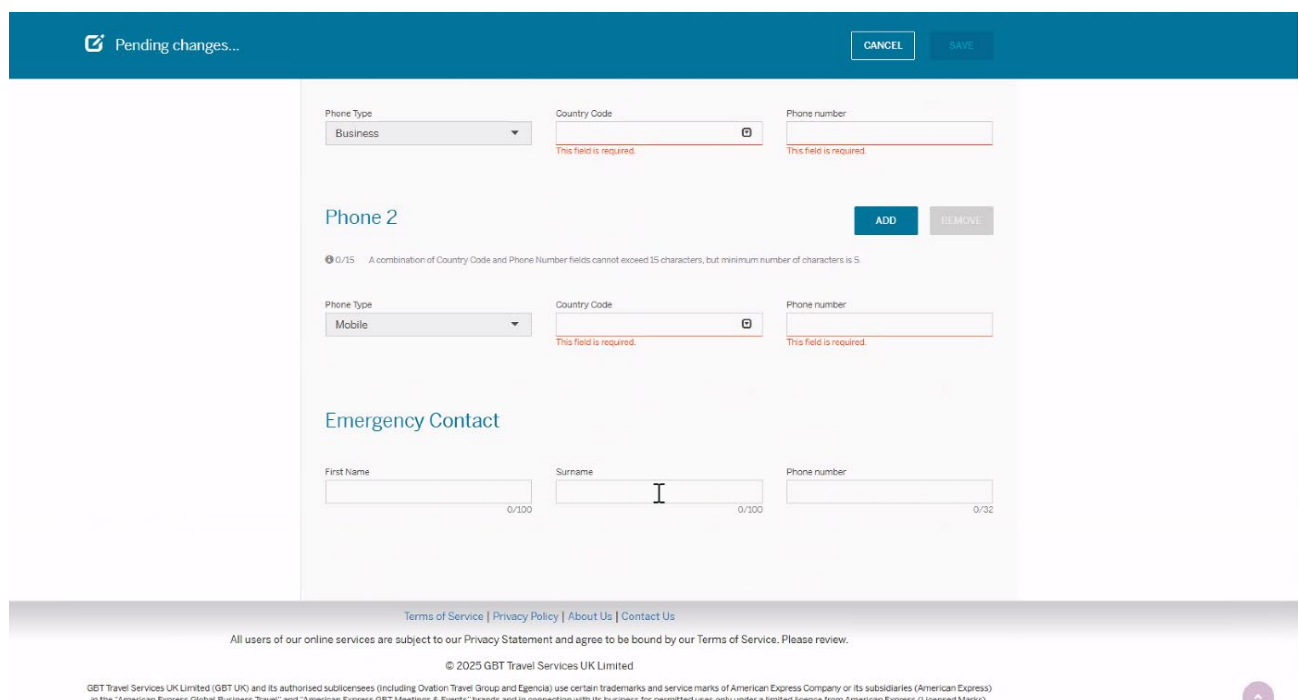
Once you click '**Complete Profile Now**', you will be taken to your profile to complete all the required fields. If required fields are missing/incorrect, you will see a profile alert; highlighted in left navigation with a triangle as shown below.

The first step is to select 'Ministry Code'. Click the drop down and select '**Ontario Health**'.



A field with 'Cost Center' will appear. Note that this is a mandatory field. Your cost center is a 6-digit number. 'Business Unit Name' is not required however helpful to enter.

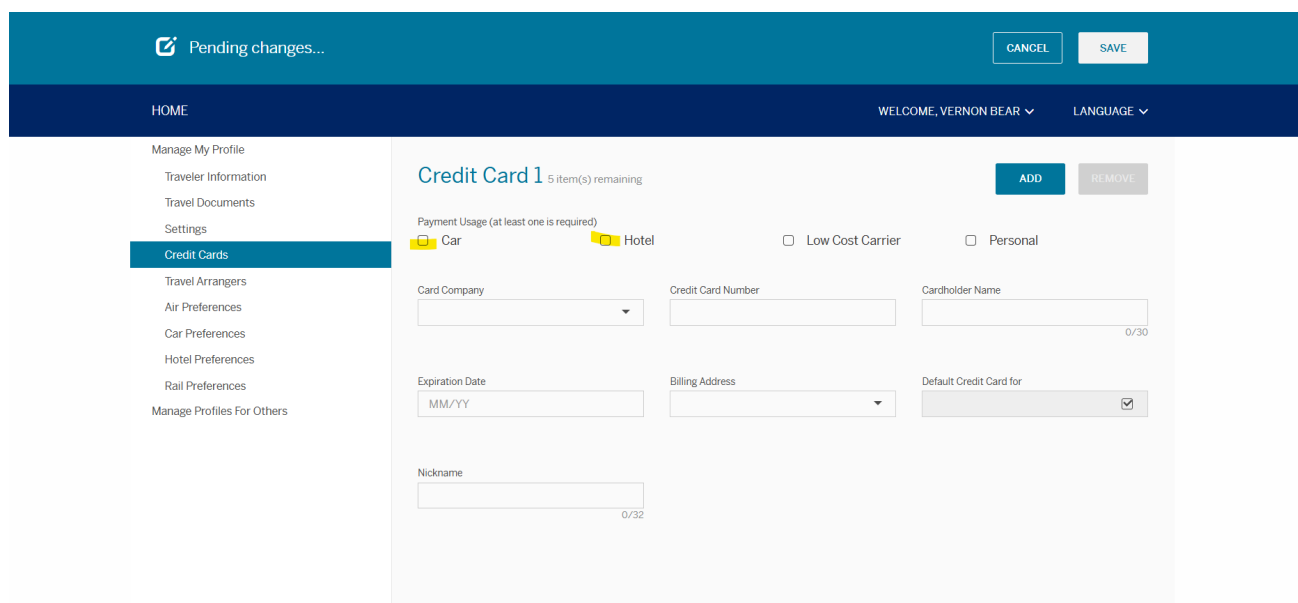
Complete all mandatory fields in the profile. Mandatory fields are those indicated as **'This field is required'**.



Click on the subject area on the Profile sub-categories on the left-hand side to navigate between the sections.

Fill out all information in the sub-categories list.

Click on 'Credit Cards' in the sub-categories list. It is important to note that all air, rail and GBT transaction fees will automatically be charged to the Ontario Health BTA Card. You are required to enter and save a form of payment for Hotel and Car guarantee.



Enter all pertinent travel information and click **'SAVE'** in the top right corner.